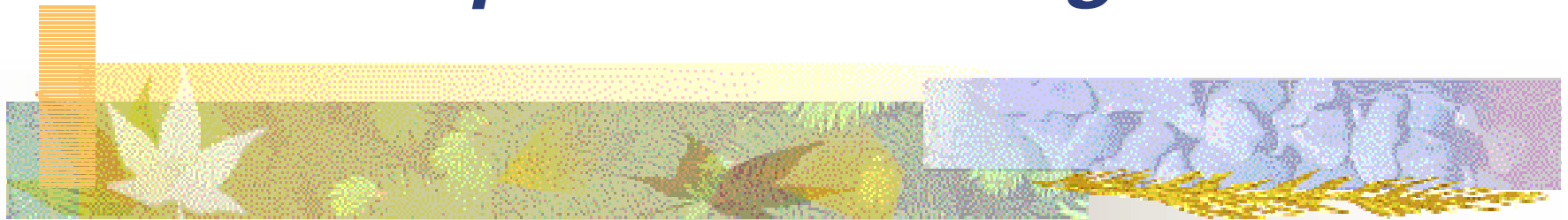


# **SUMMER FOOD SERVICE PROGRAM**

## ***Prior Sponsor Training 2006***



**Missouri Department of Health and Senior Services  
Community Food and Nutrition Assistance  
888-435-1464**

**<http://www.dhss.mo.gov/sfsp>**



# New Sponsor Training

- March 10, 2006      Jefferson City
- March 14, 2006      Springfield
- March 17, 2006      Cape Girardeau
- April 3, 2006        Jefferson City
- April 4, 2006        Cape Girardeau
- April 13, 2006      Springfield
- <http://www.dhss.mo.gov/sfsp> or 888-435-1464



# How do you keep kids coming?

- ? ? ? ?

- ? ? ? ?

- ? ? ? ?



# Eat Smart Play Hard – Wrestling Partnership

- USDA and National Wrestling Coaches Association promoting summer feeding.
- Six colleges and universities in Missouri.
- Posters and the possibility of site visits.



# Nutrition Education

- One in five young people is overweight
- Every site is different. Resources are available.
  - [http://www.dhss.mo.gov/Nutrition Children](http://www.dhss.mo.gov/Nutrition_Children)
  - <http://www.dhss.mo.gov/mnn>
  - <http://www.fns.usda.gov/eatsmartplayhard>
- Nutrition activities may increase participation at your site.



# Why notify MDHSS about changes?

- ? ? ? ?

- ? ? ? ?

- ? ? ? ?



# Making Changes

- If changes are not submitted and processed:
  - Meals may be disallowed and reimbursement reduced.
  - System may reject claims.



# Revise Administrative Budget

- Site changes may increase administrative costs
- Revise administrative budget to receive the maximum allowable reimbursement





# How do you keep records organized?

- ? ? ? ?

- ? ? ? ?

- What records do you keep?



# Recordkeeping

SFSP Guidelines will be available by May 1st

at: <http://www.dhss.mo.gov/sfsp>

under “Laws, Regulations and Manuals”

on the left side bar or call 888-435-1464



# Recordkeeping Requirements

- Dated Menus
- Production records (Vended Sites)
- Meal count records
- Site monitoring forms
- Training documentation

# Training Documentation



MDHSS will not reimburse sponsors who do not submit documentation to verify they have trained their site personnel.



## Name That Cost!      Is it:

- Operational;
- Administrative; or
- Unallowable

?      ?      ?



# Recordkeeping Requirements

- Documentation of operating costs
- Documentation of administrative costs
- Unallowable Costs



# Recordkeeping

- Records of Program Income
- Income Eligibility Forms
  - Camps and enrolled sites only
- Miscellaneous Documentation



# Meal Service Requirements

Go to <http://www.dhss.mo.gov/sfsp> and click on “Laws, Regulations and Manuals”

- Food Buying Guide
- Creditable Food Guide
- SFSP Guidelines (2006 updates by May 1st)





# What's on your menu?

- ? ? ? ?
- Is it creditable?
- Are there limits on frequency?



# Why must children eat on-site?

- ? ? ? ?

- Have you made exceptions?

- ? ? ? ?



# Meal service requirements

- Food Chart – SFSP (Page 10 in workbook)
- Requirements for meals to be allowed
- Processed food documentation
- Unallowable meals



# What will your SFSP budget be?

■ ? ? ? ?

■ ? ? ? ?

■ ? ? ? ?



# Operational Reimbursement

- Total operational reimbursement based on ***THE LESSER OF*** the:
  - Meals X operational rate
  - OR***
  - Actual documented operational costs



# Administrative Reimbursement

- Total administrative reimbursement based on ***THE LESSER OF*** the:
  - Meals X administrative rate ***OR***
  - Actual documented administrative costs ***OR***
  - ***Approved*** administrative budget



# Did you apply on-line last year?

- ? ? ? ?

- Can you offer any tips?

- ? ? ? ?



## User ID and password

- Submit Network Access Form to MDHSS-CFNA.
- Limit of two per sponsor.
- No sharing allowed – keep confidential.
- Notify MDHSS-CFNA if a user leaves.





# Application Deadlines

- By March 15, 2006 for May commodities
- By April 17, 2006 for June commodities
- By May 1, 2006 for advance in June
- All due by May 15, 2006 and at least 30 days prior to start of operations

# Sign and Return Your Contract!



When you receive the contract be sure to read it thoroughly. Then SIGN IT and return it to the address specified.



# Claims for Reimbursement

- With user ID & password submit on-line:  
<http://www.dhss.mo.gov/sfsp>
- Processed in the order received.
- Original due within 60 days.
- Revisions due within 90 days.



# Claims for Reimbursement

- Must submit prior to claims payment:
  - Training roster
  - Enrolled site certification  
(applies only to enrolled sites)
  - FSMC contract  
(applies only to vended sponsors)
- Claim month cannot be divided



# Claims for Reimbursement

- Enter dates mm/dd/yyyy
- From daily meal count records
  - Children meals
  - Adult meals
- Cost (actual, not meals times rate!)  
and income



# Completing Paper Claims

- Be sure to include contract and vendor numbers
- Provide sponsor name and address
- Do not put zeros in #12 or #14
- Sign and date the form



# Commodities

- Apply by March 15<sup>th</sup> for delivery in May
- Apply by April 17<sup>th</sup> for delivery in June
- Same forms as in previous years



# Why does MDHSS monitor SFSP sites and sponsors?

- ? ? ? ?

- ? ? ? ?

- ? ? ? ?





# Monitoring

- MDHSS Nutritionist will conduct unannounced visit of sites
- Nutritionist arrives prior to meal service
- Site monitoring form used as guide



# Monitoring

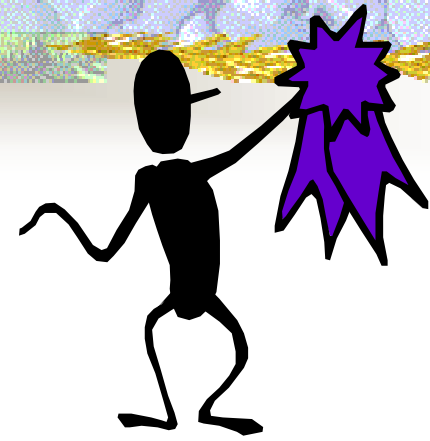
- Copies given to the site and the sponsor
- Sponsor must complete a plan for corrective action on the form
- Sponsor monitorings will be announced



# Questions?

- What did we forget?
- ? ? ? ?
- Ideas for the 2007 SFSP training?

***Thank you!***



You help make Missouri's future bright by  
nourishing our children with the  
***food that's in when school is out.***

**Missouri SFSP**

<http://www.dhss.mo.gov/sfsp/>



# Enrolled Sites and Camps

- IEF on file for all children claimed
- IEF on file for at least 50% of enrolled children
- IEF must be completed by the parent
- Parent must sign and date IEF and include SSN if income reported



# Enrolled Sites and Camps

- Sponsor rep must sign and date IEF
- IEF is effective from the first day of the month it is signed
- IEF is effective for one year
- School sponsors may use the same IEFs collected for the NSLP